

Payroll Dialogue Minutes

Thursday, November 20, 2008

FCEA MOU Changes

1. General Info

- Passed by Council on 11/18/08 (has been signed)
- Pay Increase should be on 12/05/08 paycheck (PPE 11/30/08) and Retros should be on 12/19/08 paycheck (PPE 12/14/08)
- 3% Increase back to 7/1/08
- 1 year contract

2. Return to Former Position p. 9

- If a promoted or transferred employee returns to an old position they will retain the seniority they had prior to leaving.
- Applicable for bidding on vacation slots or shift assignments.
- Does not apply to any bidding that occurs prior to their return.

3. In Lieu of Suspension p. 16

- Employees suspended from duty without pay may forfeit accumulated Holiday, Comp Time and/or Vacation equal to the number of hours of the suspension. Employee works during their suspension and is paid their regular wage. Submit the request to reduce leave balance to Payroll.
- Must be agreed to by department director (or designee) and the employee.

4. New Certificate Pays p. 26-29

- Identification Technician
- Environmental Control Officer – DPU
- Inorganic Chemist or Laboratory Technician I/II/Senior – DPU
- Water Systems Telemetry and Distributed Control Technician/Specialist/Senior – DPU WWTP
- Water Systems Telemetry and Distributed Control Technician/Specialist/Senior – DPU Water
- Wastewater Reclamation Coordinator - DPU

5. Acting Pay p. 30

- If an employee is provisional in a position, another employee may act for the position they have temporarily vacated.
- Make sure you calculate your acting pay retros all the way back to July 1.

6. Sick Leave p. 36-38

- Accumulates during probation but cannot be used until 6 months has been completed, unless the absence was due to OJI.
- Family Sick
 - May use 48 hours of sick leave and 20 hours of Supplemental Sick Leave
 - Can use this 20 hours of Supplemental Sick for family sick before exhausting sick leave if:
 - They have used less than an average of 80 hours of sick leave a year for the last 3 fiscal years – removing the year with the most sick leave used.

Determining Supplemental Sick for Family Sick

- Use the public query: FCEA_SICK_TOTALS (by GroupID)
 - You will be prompted for your GroupID (see the end of the minutes for a list of GroupIDs if you are not sure what yours is)
 - Download the results into Excel.
 - You now have a list of all the employees in your department and the total sick leave each used for the last 3 fiscal years.
- If the total is less than 240 hours for an employee, they can use the 20 hours of Supplemental Sick.

- If the total is greater than 240 hours for an employee:
 - Use the public query: FCEA_SICK_EMP (by EmpID)
 - You will be prompted for an Employee ID
 - Download the results into Excel
 - Determine which **fiscal year** had the most sick leave used and remove that data
 - Add up the total of the remaining sick leave
 - If the total is less than 160 hours, they can use the 20 hours
 - If the total is greater than 160 hours they cannot go into Supplemental Sick unless all of their Sick leave has been used.

7. HRA and SDI p. 41-45

- Retiring employees may now enter into a Health Reimbursement Arrangement – this will be handled by Steven – your only responsibility here is to make sure you inform us that the person has retired (respond to Karen's termination email).
- Employees will be eligible for SDI once six months have passed from the time the paperwork is approved by the State.
 - Same rules as other units enrolled in SDI
 - SDI paperwork can be ordered from <http://www.edd.ca.gov/Forms/default.asp>, order pamphlets DE 2511 and DE 2515 and forms DE 2501 and DE 2501F. You may also need to order the poster DE 1857A if you do not already have a poster in your department about SDI and PFL.

See minutes from October 3, 2007 at <http://www.fresno.gov/Staff/Payroll/PayrollDialogs.htm>.

8. Overtime

- 5/8 – anything over 8 hours = 1.5
 - First day off = 1.5
 - Second day off = 2
- 9/80 – anything over 9 hours or over 8 hours on their 8 hour day = 1.5
 - 2 days off in a row see 5/8 (double time will always be Sun)
 - 3 days off in a row see 4/10 (double time would be on: Fri Emps – Sun; Mon Emps – Mon.)
 - The above rules for 9/80s may change – please call Payroll prior to posting if employee worked on a day off.
- 4/10 – anything over 10 hours = 1.5
 - First or second day off = 1.5
 - Third day off = 2

9. Holidays p. 39

- Employees off on a holiday that is a regular working day will receive 8 hours of Holiday pay.
 - 4/10s and 9/80s must use Vacation, Holiday, Comp Time, or Leave Without Pay to make up the extra 1 or 2 hours.
 - Employees may **NOT** (no matter what unit they are) flex their days to avoid having to pay out the extra hour. This is especially true for employees on 9/80s (even managers), they can **NOT** change their 8 hour day to the day of the holiday just to avoid having to use leave for that hour.
- Working on a Holiday
 - Regular work day – paid for all hours worked at straight time plus: 8 hours of Holiday accrual, 8 hours of cash payment at straight time, or 8 hours of straight comp time.
 - Regular day off – time and a half for all hours worked plus 8 hours of holiday credit (same whether day off is 1st, 2nd, or 3rd).

10. 9/80 Schedules p. 10-11

- | Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| 8 | 9 | 9 | 9 | 9 |
| off | 9 | 9 | 9 | 9 |

Mon	Tue	Wed	Thu	Fri
off	9	9	9	9
8	9	9	9	9

Mon	Tue	Wed	Thu	Fri
9	9	9	9	8
9	9	9	9	off

Mon	Tue	Wed	Thu	Fri
9	9	9	9	off
9	9	9	9	8

- ### Examples of how the weeks work:

[illegible]

Employee with Fridays off

Option 2

[illegible]

Question and Answer

Q: Explain the difference between using sick leave ongoing serious and sick leave long term.

A: Sick leave ongoing should be used when the employee is out intermittently for treatment of an on-going illness (e.g. cancer, diabetes) while sick leave long term should be used when the employee is out every day for a long period of time.

Q: Vacation leave payoff: For employees with a certain amount of sick leave balance (240) is the payoff off only in November and when you calculate the payoff do you put in the number of hours or is the calculated dollar amount?

A: FCEA employees that had at least 240 hours of sick as of October 31 can cash out between 8 and 40 hours of Vacation leave in the month of November (you have until 11/30/08 to post it). You should post the number of hours as V03 or Vacation Payoff W/C.

Q: How long can an employee remain on provisional status?

A: Per Muni Code section 3-258, 6 months unless renewed by City Manager.

Q: When will Payroll begin taking SDI out of FCEA employee's paychecks?

A: Unless there is a delay with the State, it should begin January 1, 2009. If it is delayed, it will not begin until April 1, 2009. We will let you know before it happens.

Holiday Issues:

Unit	Schedule	Works on Holiday (regular work day)	Post
13 or 14	4/10	4 hours	2 R01, 2 X00, 8 HOL
13 or 14	4/10	14 hours	10 R01, 4 X00, 8 H04
01, 07, 03	4/10	6 hours	6 R01, 2 HOL, 6 H07 (or Y10 or H04)
01, 07, 03	4/10	11 hours	10 R01, 1 X15, 8 H07 (or Y10 or H04)

GroupIDs:

DeptID	DeptName	GroupID
430000	Airports	AIR
140000	City Attorney	ATTY
520300	Budget	BUDGT
110700	One Call Center	CALLC
180400	PW Capital	CAPTL
120000	City Clerk	CLERK
010000-019901	Council	CNCL
530300	Central Printing	CPRNT
540100-540400,541000	Personnel Admin	DASAD
400000-400300	Planning & Develop	DEVLP
410000	DPU Admin	DPUAD
270000	Economic Development	ECON
180200	Engineering	ENGIN
530600	Facilities	FACIL
450000	FAX	FAX
520100-520200	Finance	FINAN
160000	Fire	FIRE
530400	Fleet	FLEET
530000	Gen. Services Admin	GSDAD
400600-409999	HNR & Code Enforce	HNR
540300-541000	Human Resources	HRCC
540100-540200	Personnel Operations	HROPS

DeptID	DeptName	GroupID
510000	ISD	ISD
540400	Labor Relations	LABOR
100000-110000	Mayor/City Manager	MYRCM
170000	PARK A	PARKA
170000	PARKP	PARKP
150000	PD	PDALL
530200	Purchasing	PURCH
180300	PW Construction Manage	PW/CM
180000	PW Administration	PWADM
170000	PARKR	RECAL
200200	Redevelopment	REDEV
200300	Retirement	RETIR
540700	Risk	RISK
415000	Community Sanitation	SANIT
413000	Sewer	SEWER
181500	Streets	STRTS
180500-181000	Traffic	TRAFF
520400	Finance UBC	UBC
412000	Solid Waste	WASTE
411000	Water	WATER
414000	Waste Water	WWTP